GELCO TRAVEL MANAGER 8.1 ADMININISTRATION MODULE INSTALLATION GUIDE

Title: Gelco Travel Manager 8.1 Administration Module Installation Guide

Objective: This document outlines the required steps to install the Gelco 8.1 Administration module Client software on the desktop.

Audience: Apps-Engineer and Org Admin users

Detailed Description: To install the Gelco 8.1 Administration module client on the desktop, please perform the following 2 steps:

1. Install the Progress Web Client

2. Install the Gelco 8.1 Administration module Client

* NOTE: A static IP is required and the Gelco Admin Client needs to be installed and logged into the first time with an account that is a local Admin on the PC. From that point on the Gelco Org Admin's domain account will only need to be in the Power User group

If you have questions or need assistance, please contact your local IT representative, or the NIH Help Desk (301-496-4357).

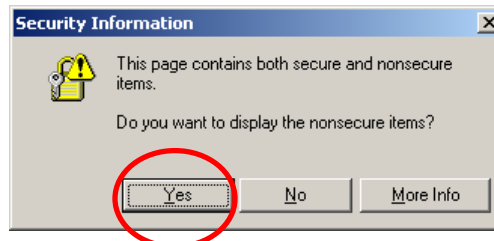# ** *Print for Future Reference** *

Since the installation will require a reboot of your machine, it is important that you close all open applications and print a copy of this document before proceeding.

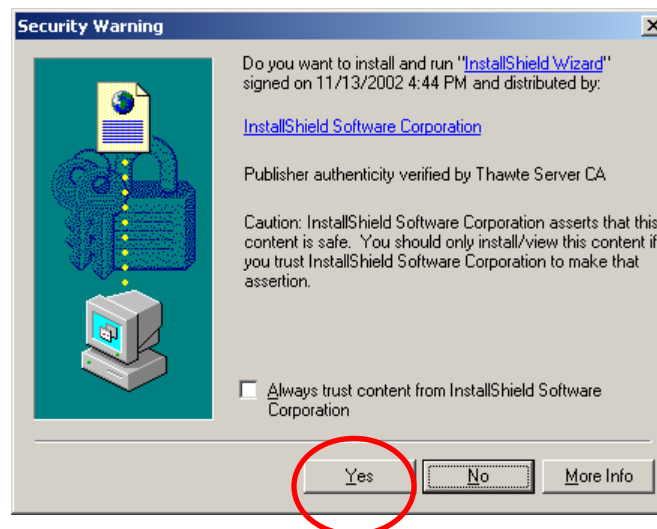# 1. Progress Web Client Installation

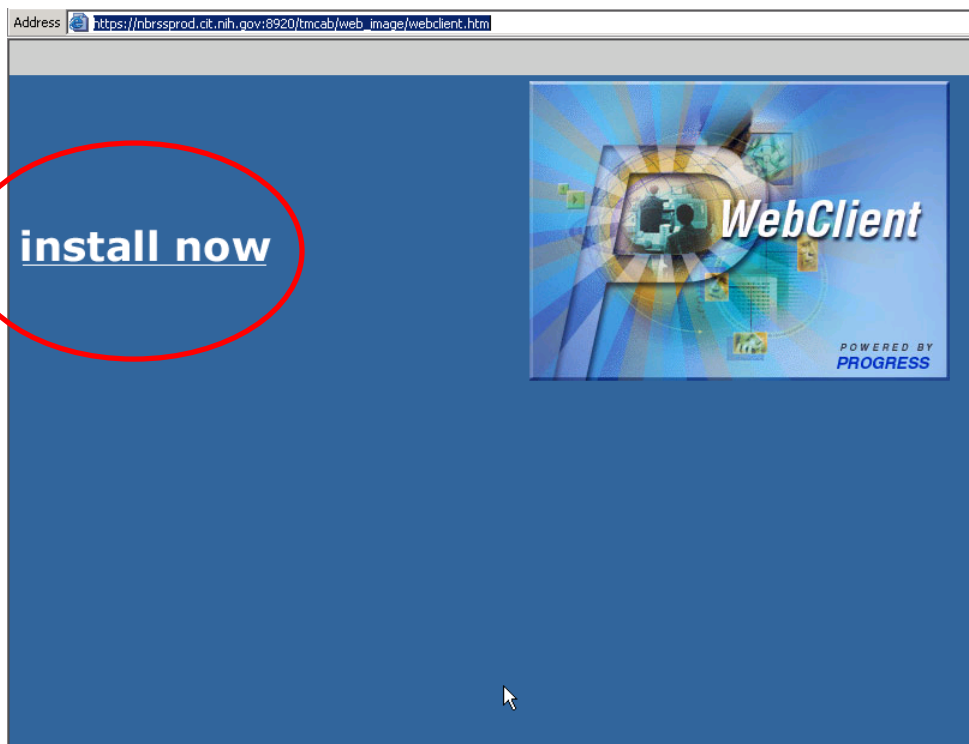Click the link (or open your browser and type in the URL) below:

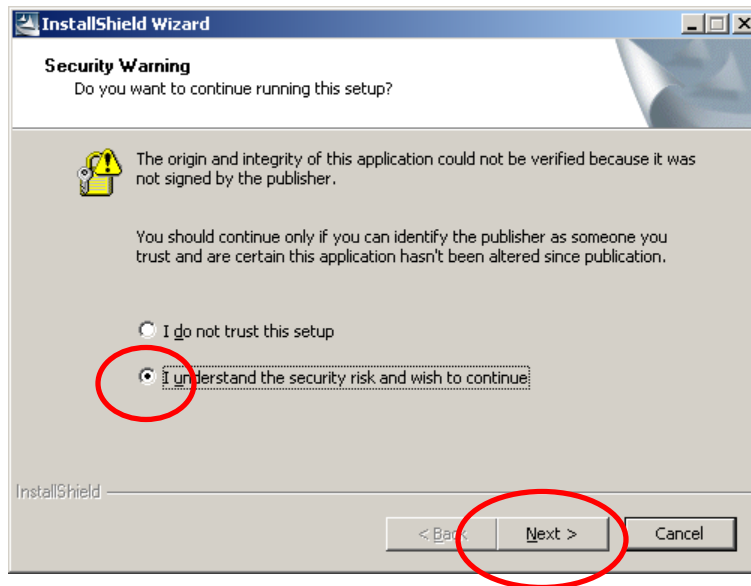https://nbrssprod.cit.nih.gov:8920/tmcab/web_image/webclient.htm

Click **Yes.**
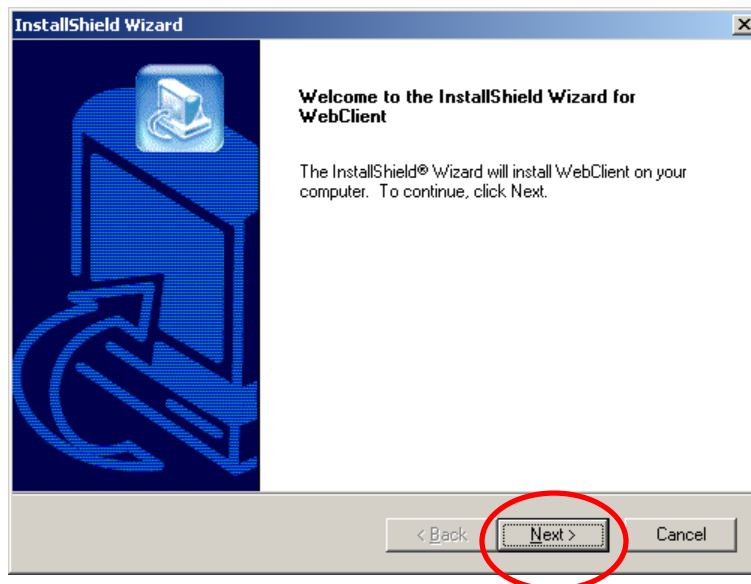
Note: If you get the following window, click **YES**.

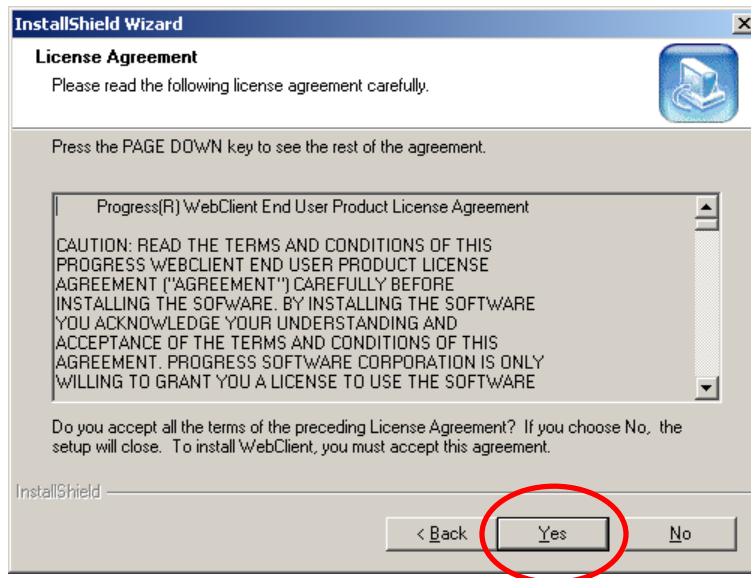For assistance, please contact your local IT representative, or the NIH Help Desk (301-496-4357)

Click **Install now.**

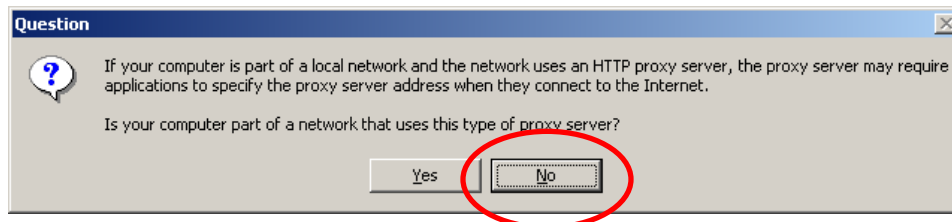*For assistance, please contact your local IT representative, or the NIH Help Desk (301-496-4357)*

Select **I understand the security risk and wish to continue**, then click **Next.**

Click **Next.**

For assistance, please contact your local IT representative, or the NIH Help Desk (301-496-4357)

Click **Yes.**

Click **No.**

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Click **Next.**

Click **Next.**

For assistance, please contact your local IT representative, or the NIH Help Desk (301-496-4357)

Click **Next.**

Click **Next.**

For assistance, please contact your local IT representative, or the NIH Help Desk (301-496-4357)
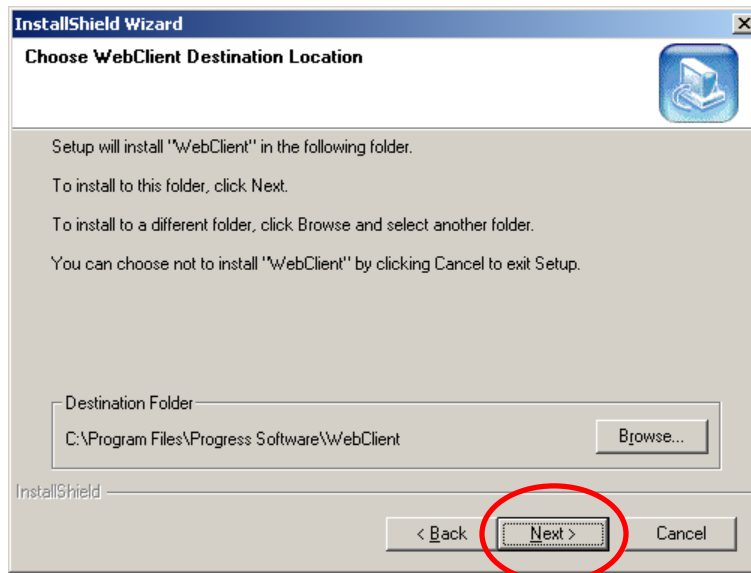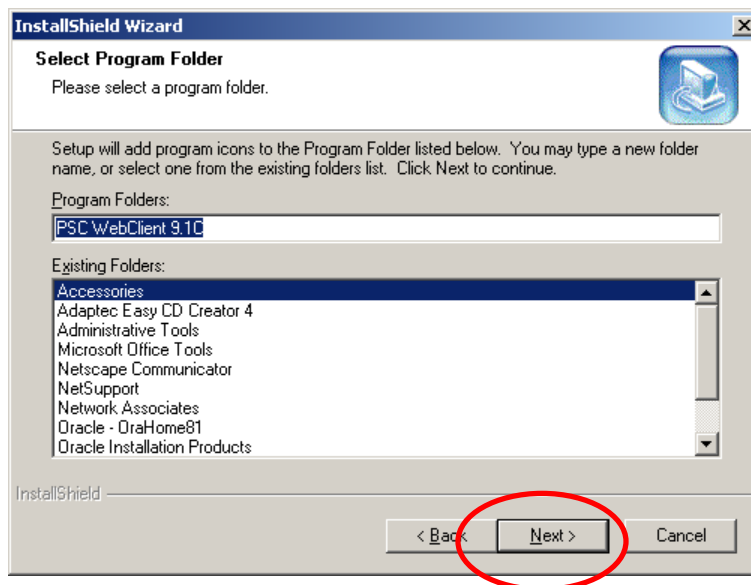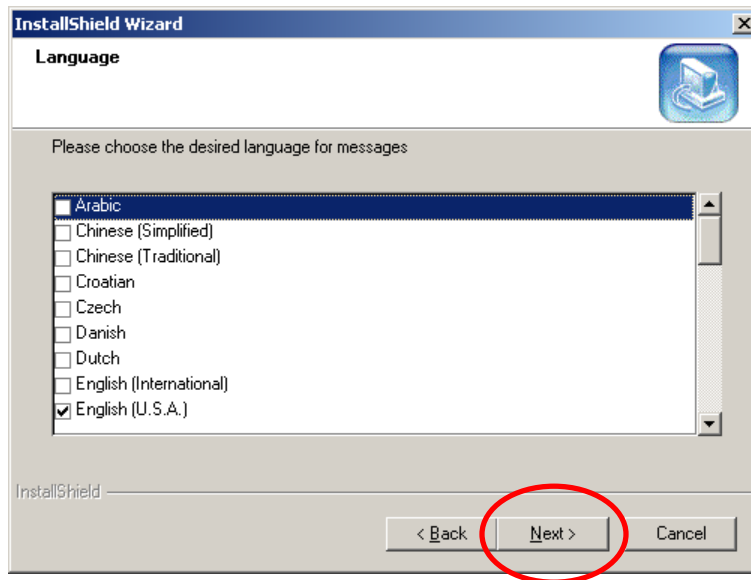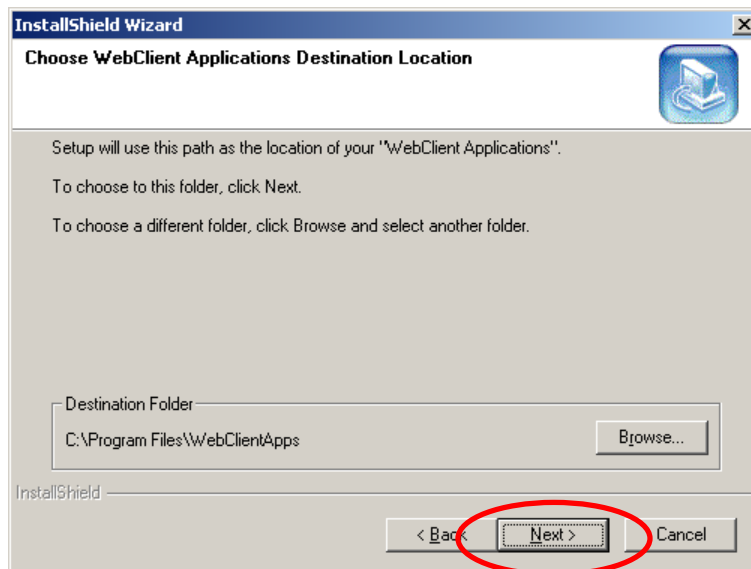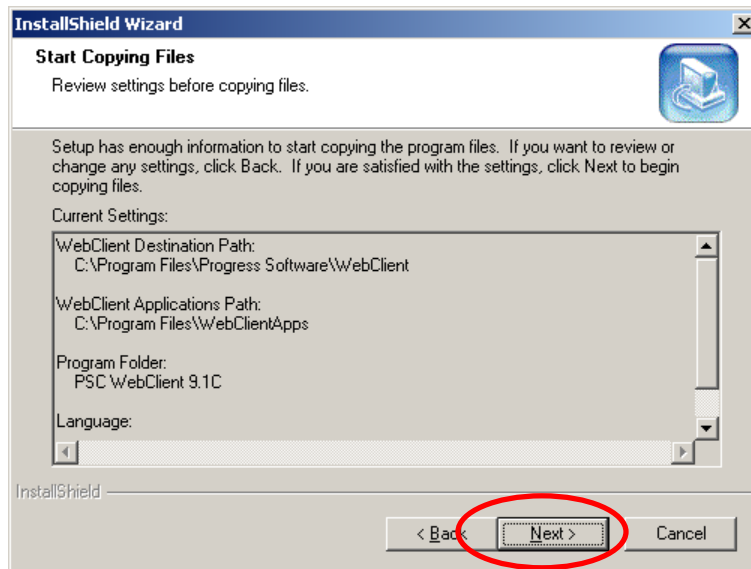
Click **Next.**

Be patient, the installation will begin.

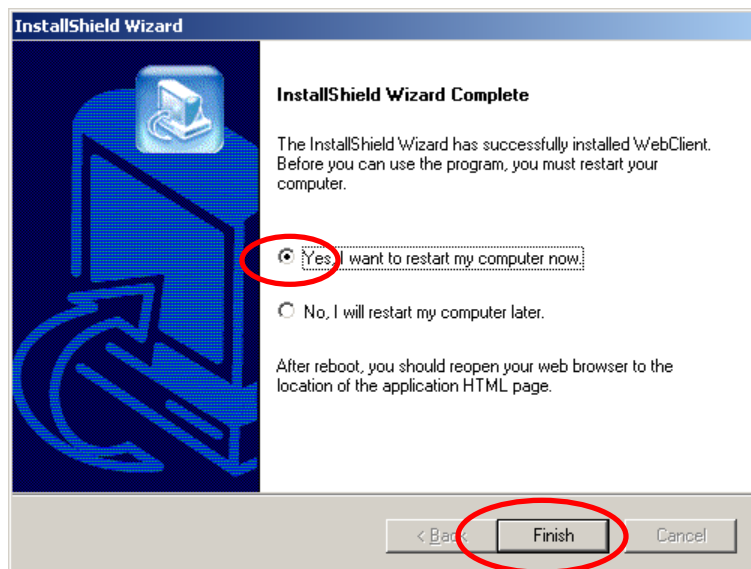Once the installation is complete, you will need to restart your computer.

Select the ***Yes, I want to restart my computer now*** option, then click **Finish**.

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Once your computer has restarted, you need to begin the Gelco 8.1 Administration module Client Installation, which is described in the following section.
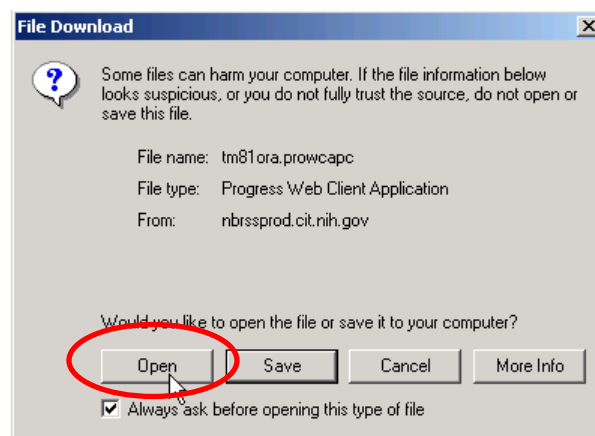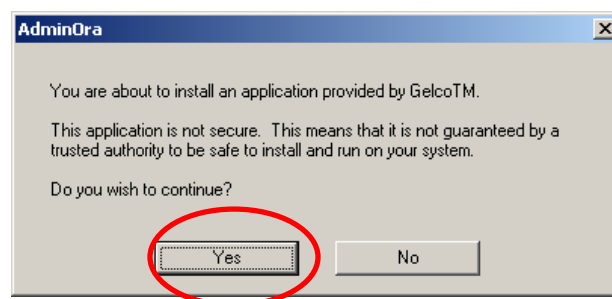
2. Install Gelco Admin Client 8.1

Once your workstation has been restarted, re-open the installation guide and continue at this point.

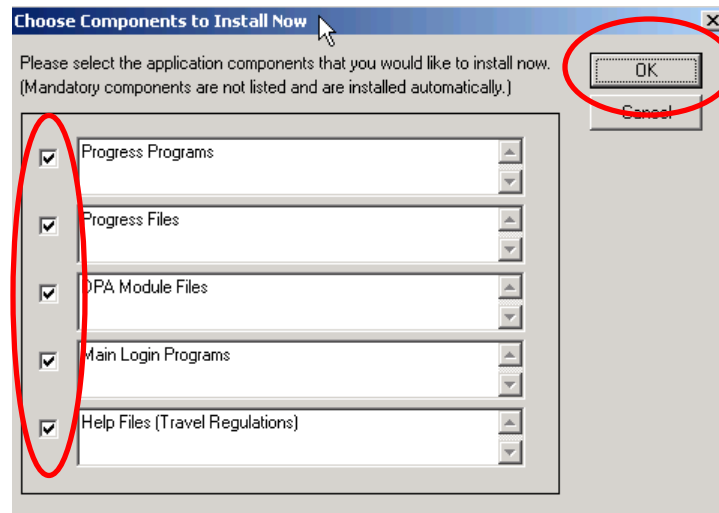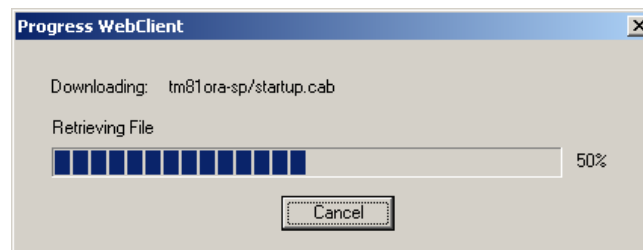Click the link (or open your browser and type in the URL) below:

https://nbrssprod.cit.nih.gov:8920/tmcab/tm81.htm

Click **Open** to start installation.

Click **Yes.**

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Check **All** boxes and then click **OK.**

The install will continue. Once it has completed, the **GTM Admin 8.1 Ora** shortcut will be created on your desktop.

NOTE: Copy the shortcut for the Gelco Admin Client created on the Administrator users desktop to the desktop of the Org Admin's profile.

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The **Account Administrator Login** window will appear once the install has completed.

While the "Administrator" is still the user logged into the PC have the Gelco Org Admin login to the application with their user ID and temporary password the first time. The user will be prompted to change your password and set a signature pin.

After the user changes their password log out of the application. Then logout of the PC from the "administrator" account.

Allow the Gelco Org Admin to log back into the PC with their domain account and login to the Gelco Admin Client from the shortcut copied to their desktop.

From this point on every time you want to run the Administration Module, double-click the **Gelco Admin 8.1 Ora** shortcut located on your desktop and log in using your assigned User ID and the password you selected.

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